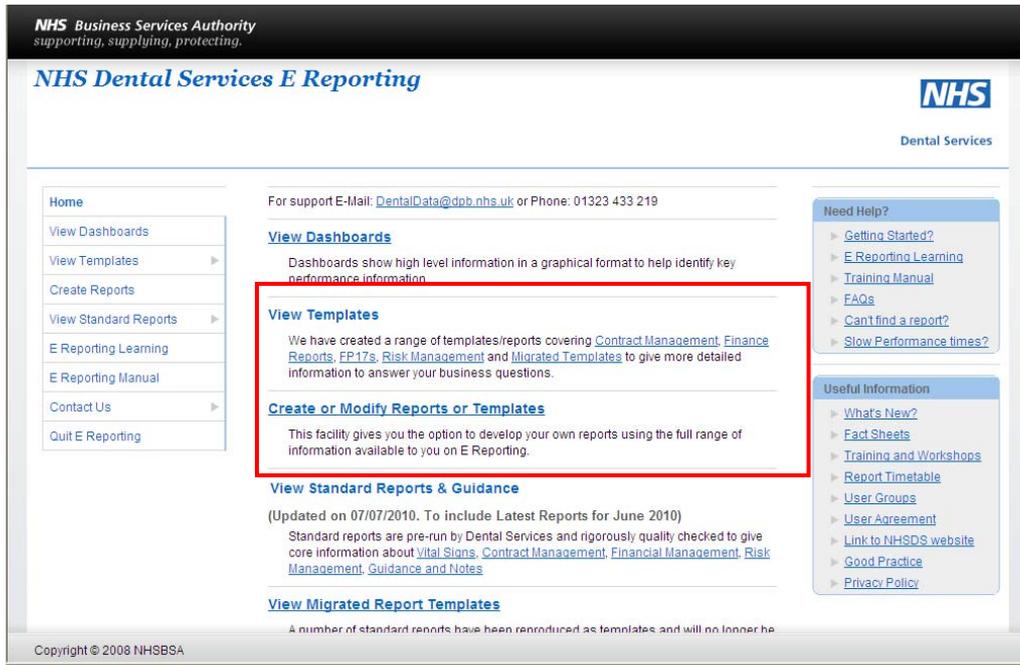


Templates on E reporting

Dental Services

In E reporting you can access a number of report templates. These templates are “pre-built” reports which can be refreshed based on time periods that you select.

From the homepage, click “View Templates” or “Create or Modify Reports or Templates”



NHS Business Services Authority
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NHS Dental Services E Reporting

For support E-Mail: DentalData@dpb.nhs.uk or Phone: 01323 433 219

View Dashboards
Dashboards show high level information in a graphical format to help identify key performance information.

View Templates
We have created a range of templates/reports covering [Contract Management](#), [Finance Reports](#), [FP17s](#), [Risk Management](#) and [Migrated Templates](#) to give more detailed information to answer your business questions.

Create or Modify Reports or Templates
This facility gives you the option to develop your own reports using the full range of information available to you on E Reporting.

View Standard Reports & Guidance
(Updated on 07/07/2010. To include Latest Reports for June 2010)
Standard reports are pre-run by Dental Services and rigorously quality checked to give core information about [Vital Signs](#), [Contract Management](#), [Financial Management](#), [Risk Management](#), [Guidance and Notes](#).

View Migrated Report Templates
A number of standard reports have been reproduced as templates and will no longer be

Need Help?

- ▶ [Getting Started?](#)
- ▶ [E Reporting Learning](#)
- ▶ [Training Manual](#)
- ▶ [FAQs](#)
- ▶ [Can't find a report?](#)
- ▶ [Slow Performance times?](#)

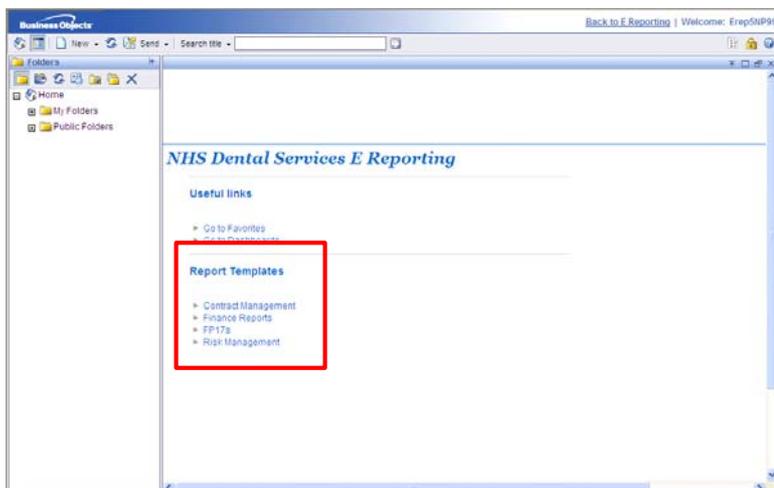
Useful Information

- ▶ [What's New?](#)
- ▶ [Fact Sheets](#)
- ▶ [Training and Workshops](#)
- ▶ [Report Timetable](#)
- ▶ [User Groups](#)
- ▶ [User Agreement](#)
- ▶ [Link to NHSDS website](#)
- ▶ [Good Practice](#)
- ▶ [Privacy Policy](#)

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The report templates can be found grouped into 4 categories:

1. Contract Management
2. Finance
3. FP17s
4. Risk Management



NHS Dental Services E Reporting

Useful links

- ▶ [Go to Favorites](#)
- ▶ [Create Dashboard](#)

Report Templates

- ▶ [Contract Management](#)
- ▶ [Finance Reports](#)
- ▶ [FP17s](#)
- ▶ [Risk Management](#)

Supporting the NHS, supplying the NHS, protecting the NHS

NHS Dental Services is a service provided by the NHS Business Services Authority

The information below shows the types of templates available and what information they contain.

Contract Management

Contracted UDA Delivery 09-10 by Contract Number

The report is intended to provide ready information on the level of NHS dental commissioning for 2009-10 at PCO level. The report summarises the volume of UDAs (units of dental activity) contracted for 2009-10 and compares this with the number of UDAs delivered under the contracts.

The information is presented at contract number level for all contract numbers within the host PCO. The contracts summarised are the aggregate of all GDS (general dental services) and PDS (personal dental services) contracts within the hosting PCO. TDS contracts are excluded. Activity delivered by VDPs (vocational dental practitioners) is excluded also. The information in the report is presented as a table on one page and a graph on the next summarising the indicators at PCO level.

Contracted UDA Delivery 10-11 by Contract Number

The report is intended to provide ready information on the level of NHS dental commissioning for 2010-11 at PCO level. The report summarises the volume of UDAs (units of dental activity) contracted for 2010-11 and compares this with the number of UDAs delivered under the contracts.

The information is presented at contract number level for all contract numbers within the host PCO. The contracts summarised are the aggregate of all GDS (general dental services) and PDS (personal dental services) contracts within the hosting PCO. TDS contracts are excluded. For England the report excludes any activity performed by VDPs and for Wales the report includes their activity. The information in the report is presented as a table on one page and a graph on the next summarising the indicators at PCO level.

Contracted UDA Delivery 11-12 by Contract Number

The report is intended to provide ready information on the level of NHS dental commissioning for 2011-12 at PCO level. The report summarises the volume of UDAs (units of dental activity) contracted for 2011-12 and compares this with the number of UDAs delivered under the contracts.

The information is presented at contract number level for all contract numbers within the host PCO. The contracts summarised are the aggregate of all GDS (general dental services) and PDS (personal dental services) contracts within the hosting PCO. TDS contracts are excluded. Activity delivered by VDPs (vocational dental practitioners) is excluded also. The information in the report is presented as a table on one page and a graph on the next summarising the indicators at PCO level.

Contracted UDAs comparison between 10-11 and 09-10

The report is intended to provide ready information on the level of NHS dental commissioning for 2010-11 at Contract Number level compared with the previous year.

The report summarises the volume of UDAs (units of dental activity) contracted for 2010-11 and compares this with the number of UDAs contracted in 2009-10.

The information is presented at Contract Number level for all contract numbers within the host PCO. The contracts summarised are the aggregate of all GDS (general dental services) and PDS (personal dental services) contracts within the hosting PCO. TDS contracts are excluded. The information in the report is presented as a table on one page and a graph on the next summarising the indicators at Contract Number level.

Contracted UDAs comparison between 11-12 and 10-11

The report is intended to provide ready information on the level of NHS dental commissioning for 2011-12 at Contract Number level compared with the previous year. The report summarises the volume of UDAs (units of dental activity) contracted for 2011-12 and compares this with the number of UDAs contracted in 2010-11.

The information is presented at Contract Number level for all contract numbers within the host Clothe contracts summarised are the aggregate of all GDS (general dental services) and PDS (personal dental services) contracts within the hosting PCO. TDS contracts are excluded. The information in the report is presented as a table on one page and a graph on the next summarising the indicators at Contract Number level.

Finance

Cost per UDA and UDA Equivalent

This report provides a breakdown at PCO and contract level of cost per commissioned unit of activity. The aim of this report is to provide commissioners with the information as a starting point to investigate and monitor the contracted costs associated with the contracts that they are responsible for.

Finance Skeleton Report

This is a basic outline including a Contract Number, Name or Company Name and Baseline Payment (aggregation of adjustment codes as defined by Dental Payments). This template is designed to be a useful resource for users of E-Reporting wanting to create a report to meet their own needs.

Finance Recovery Summary

The report contains the details of contractor underperformance and to indicate whether monies have been recovered from the contractor for each contract within the PCO. The report covers contract delivery for the previous completed financial year and any recovery in the current financial year to date. The report will also highlight cases where incorrect financial adjustment codes have been used by the PCO for the recovery of monies from contracts due to underperformance.

Fixed Levy Payments

The report provides analyses of payments which are deducted from a contract as a payment to Local Dental Committees (LDCs) in the Primary Care Organisation (PCO). The report shows the net amount of Fixed Levy Payments for the selected payment months. Fixed Levy Payments are those paid to Local Dental Committees

(LDCs). LDCs represent dentists (providers or performers) with a General Dental Services (GDS) Contract or who are on a performers list within the LDC's boundary. LDCs can also represent dentists in the NHS salaried services, but this is usually a matter for discussion locally.

Miscellaneous Specific Items & Issues

The report provides details of miscellaneous payments made in addition or deduction to the baseline payment. The purpose of the template is to build on the overarching template PCT/LHB Specific Item Breakdown and highlight certain issues related to miscellaneous items which could be of concern. The report provides an overview of these items for the Primary Care Organisation (PCO) and for each contract within the PCO

Patient Charge Revenue

The report provides an overview of the percentage of PCR scheduled for each contract within the PCO for both the previous completed financial year and the current financial year to date.

PCR Trend Report

This report contains the details from FP17s processed of the patient charge revenue (PCR) scheduled within the Primary Care Organisation (PCO) and for each contract within the PCO over recent performance years. The purpose of the template is to provide an overview of the levels and trends of PCR scheduled for the PCO and for each contract within the PCO.

PCT/LHB Specific Item Breakdown

The report contains the Payment Code and Payment Description of PCT and LHB specific Items for a selected period. This includes Recovery of Overpayment Made Previous Year, Advance Payment, Write-Off of Debit, Emergency Sessional Pay, Travel and Subsistence payments, Recovery of overpayment made year, Over performance payment year 07/08, Over performance year 08/09, Reimbursement of Subsistence and Reimbursement of Travel. The report is broken down into a PCO Summary and Contract Details

Time Lag Report

The report provides analyses of the levels and proportion of UDA processed in a single scheduled month in relation to the treatment month when the associated activity was performed. The aim is to provide users with information that may account for lower than expected dental patient charge revenue (PCR) and assist in considering actions to reduce PCR risks. In addition, it also provides PCOs with the information they need to forecast the year end PCR by taking account of the time-lag.

FP17s

Activity Skeleton Report

This is a basic outline including a Contract Number, Name or Company Name, Scheduled month and Number of FP17s. This template is designed to be a useful resource for users of E-Reporting wanting to create a report to meet their own needs.

Breakdown of activity data for patients with multiple FP17s reported

This report contains details from FP17s processed under a chosen contract for unique patient identities exhibiting more than one FP17 during the schedule period stated on the report. For optimum results, the months selected should cover at least three months. The purpose of the template is to enable further investigation of FP17 data where there is concern about high numbers of FP17s being processed for individual patient identities. This may have been raised through the exception reports.

Child Adult Contract Profile

This report contains the details from FP17s processed of the percentage of patients treated by patient charge status for each contract within the Primary Care Organisation (PCO) during the schedule period stated on the report. The purpose of the template is to provide an overview of the percentage of patients treated by patient charge status – either child, exempt or remitted adults or non-exempt adults for each contract within the PCO.

Contract General Age Analysis

This report replicates the current monthly report named 'Monthly PCT Contract General Age Analysis report', which is published by NHS Dental Services monthly via POL and E Reporting. This E Reporting template contains an analysis at contract level of FP17s, patients and UDA by age group and treatment year. The template can be refreshed as required by users to report on user-defined periods.

Endodontic Treatment

This report contains the number of courses of treatment involving endodontic treatment or tooth extraction alongside the aggregate number of teeth affected in both cases, split by adults and children for each contract within the Primary Care Organisation (PCO). The data are taken from FP17s processed during the schedule period stated on the report. It is suggested that a report should span at least three months.

FP17s for New Patients: Patient Details

This report provides patient details of FP17s for new patients based on a user selected contract and time period. This measure of access has been derived from the re-attendance intervals data.

FP17s for New Patients: PCO Report

This report provides analyses of the number of FP17s for new patients in a user selected period. The report provides breakdowns at Primary Care Organisation (PCO) and contract levels. This measure of access has been derived from the re-attendance intervals data

High rates of FP17s with minimum treatment amounts

This report contains details from FP17s processed of Band 2 and Band 3 courses of treatment where the treatment only involved one tooth, for each contract within the Primary Care Organisation (PCO) during the schedule period stated on the report. The treatments included in the template are Band 2 with only one filling; Band 3 with only one Inlay; Band 3 with only one Denture and Band 3 with only one Crown. It is recommended that a period of at least three months is selected for a report.

Number of FP17s per patient

This report displays the ratio of FP17s received per patient for each contract. The number of FP17s is a count of FP17s scheduled including adjustments for amended and deleted FP17s. Withdrawn FP17s are not included in the total count of FP17s. This figure may be zero or negative if deleted FP17s have been processed. This includes VDP activity in Wales and excludes VDP activity in England. The number of patients treated is a count of the unique patient IDs, comprised of patient initial, surname, date of birth and gender, from the processed FP17s.

Patient Details - Re-attendance Band Analysis

This report displays details at contract level for re-attendance intervals between courses of treatments for FP17s scheduled in a user selected period. It focuses on the re-attendance intervals between the two most recent courses of treatment. Particular attention is paid to intervals where the two courses of treatment are both Band 3 and where the interval was within 3 months, however, an analysis of all band combinations across a range of treatment intervals is provided.

The use of this template should follow on from the template “Re-attendance Band Analysis” This provides details of the re-attendance intervals at Primary Care Organisation (PCO) and contract levels and can be used to identify contracts which need further analysis and patient level information.

PCO Contract Number Activity Treatment Breakdown template

This report provides an overview of activity by patient charge band for each contract within a Primary Care Organisation (PCO) in percentage formats. PCO benchmarks are also shown for the respective patient charge bands.

PCO late submitted FP17s report

This report provides an overview at contract level of the number and percentage of FP17s submitted late. The template covers all contracts, regardless of status, where payments or FP17s have been processed during the reporting period.

PCO performer report

This report provides an overview of activity at performer level. It is based on a report that is regularly produced in response to inquiries received from PCOs to NHS Dental Services’ dental data team.

It is setup to be run for a maximum period of twelve months during a single financial year e.g. from April 2008 to March 2009. There are two tables returned in the template: The first is for the “Previous Reporting Year” requested and the second is for the “Current Reporting Year” requested by the user. Each table provides a breakdown of key measures such as the number of FP17s, patients, units of dental activity (UDA), units of orthodontic activity (UOA) and calculated patient charge against each performer listed associated with a contract number on the POL system.

Re-attendance Band Analysis

This report provides an analysis of the re-attendance intervals between courses of treatments for FP17s scheduled in a user selected period. It focuses on the re-attendance intervals between the two most recent courses of treatment.

Particular attention is paid to intervals where the two courses of treatment are both Band 3 and where the interval was within 3 months; however, an analysis of all band combinations across a range of treatment intervals is provided.

A further template has been developed, "Patient Details – Re-attendance Band Analysis", which enables users to view patient level details on a specific contract.

Re-attendance Report

This report provides analyses of the re-attendance intervals between courses of treatments for FP17s scheduled in a user selected period. The report provides breakdowns at PCO level across a range of re-attendance interval periods and for different patient charge status categories.

Year to Date Contract Re-attendance Report

This report provides analyses of the re-attendance intervals between courses of treatments for FP17s scheduled for the year to date. The report provides a breakdown at contract level together with national benchmarks and recommended recall intervals. The template can be refreshed as required to report on adults only, children only or all patients

Year to Date PCO Re-attendance Report

This report provides analyses of re-attendance intervals between courses of treatments for FP17s scheduled for the year to date. The report provides a summary breakdown at PCO level together with national benchmarks, recommended recall intervals and a summary for each contract. The template can be refreshed as required to report on adults only, children only or all patients

Risk Management

A number of templates are currently being developed to reflect the risk measures contained in exception reports

Band 1 Urgent Treatment FP17s - Breakdown of activity data for patients

This report has been designed to support users in investigating contracts that are in exception in the quarterly exception report. This template provides an overview at contract level of the percentage of UDAs that are for Band 1 urgent treatments. A further tab allows the user to look at the individual FP17s that contribute to the total for a chosen contract.

Band 2 or 3 Continuations and FRR

This report has been designed to support users in investigating contracts that are in exception in the quarterly exception report. Band 2 and 3 FP17s are submitted after a course involving dental treatment is completed. More often than not, these treatments will have an associated assessment or check-up which would have taken place at an earlier date and one or more treatment visits all of which would generally be regarded as part of a single course of treatment.

This template provides an overview at contract level of the percentage of Band 2 and 3 FP17s that are for either continuations or free repair/replacement. A further tab allows the user to look at the individual FP17s that contribute to the total for a chosen contract

Band 2 or 3 No Clinical Data

This report has been designed to support users in investigating contracts that are in exception in the quarterly exception report. All treatment FP17s would be expected to provide information about the treatment in the form of clinical data. The treatments are chosen from about 20 categories which includes an option for 'other treatment'. Band 2 and 3 FP17s should not be submitted without any clinical data. This template provides an overview at contract level of the percentage of Band 2 and 3 FP17s that have no clinical data. A further tab allows the user to look at the individual FP17s that contribute to the total for a chosen contract.

Band 2 or 3 starts and ends on the same day

This report has been designed to support users in investigating contracts that are in exception in the quarterly exception report. Band 2 and 3 FP17s are submitted after a course involving dental treatment is completed. More often than not, these treatments will have an associated assessment or check-up which would have taken place at an earlier date and one or more treatment visits all of which would generally be regarded as part of a single course of treatment. If the course appears to start and end on the same day, this could indicate that a contractor is submitting separate FP17s for the assessment and treatment visits. The remuneration for assessment is included in the allocation of UDA for band 2 and 3 treatments so the dentist will be over-compensated for the treatments provided. Where the contract is flagged as an exception, further investigation should take place to establish if courses of treatment are being split or if dates are being improperly recorded on the returns. This template provides an overview at contract level of the percentage of Band 2 and 3 FP17s that start and end on the same day. A further tab allows the user to look at the individual FP17s that contribute to the total for a chosen contract.

Band 3 to Band 2 rate

This report has been designed to support users in investigating contracts that are in exception in the quarterly exception report. Attention tends to focus on fragmentation of treatments as a cause of excess UDA per patient. A completely different reason for high UDA rates is the mix of band 3 to band 2 treatments. Band 3 treatments carry four times the UDA of a band 2. Commissioners will want to understand the justification for exceptionally high ratios of band 3 to band 2 treatments. An example which has been found to be a significant factor in some contracts is high rates of inlays compared with fillings. This template provides a comparison at contract level of the percentage of adult Band 3 FP17s compared to adult Band 2 FP17s. A further tab allows the user to look at the individual FP17s that contribute to the total for a chosen contract.

Inlays

This has been designed to support users in investigating contracts that are in exception in the quarterly exception report. Inlays attract a Band 3 reimbursement, compared with band 2 for fillings. Where low cost materials are used inlays are the cheapest band 3 intervention available, which could present perverse incentives to dentists keen to maximise their UDA.

It is also known that exempt adults are significantly more likely to be given inlays, than charge payers. Charge payers may be discouraged by the higher patient charge for band 3 treatments, opting for direct fillings instead. Where the inlay rates are exceptionally high (an exception), commissioners will want to understand the clinical justification from the dentist and also whether patients are being asked to choose between different restorations on cost grounds. This template provides an overview at contract level of the percentage of adult FP17s with teeth treated for inlays compared to those with permanent fillings. A further tab allows the user to look at the individual FP17s that contribute to the total for a chosen contract.

Late Submitted FP17s - Breakdown of activity data for patients

This report has been designed to support users in investigating contracts that are in exception in the quarterly exception report. This template provides an overview at contract level of the number and percentage of FP17s, UDAs and patient charge scheduled submitted late. A further tab allows the user to look at the individual FP17s that contribute to the total for a chosen contract.

UDA per patient adult or child - Breakdown of activity data for patients

This report has been designed to support users in investigating contracts that are in exception in the quarterly exception report. The average number of UDA claimed for each patient in a quarter is a fundamental measure of the intensity of resource use. Particularly in the case of adults, if a contract has exceptionally high rates of UDA per patient it could indicate that resources are not being managed in the most cost effective way and that patient access is being compromised.

This template provides a comparison at contract level of the number of UDA per FP17/patient. A filter enables the user to choose between looking at adults, children or both. A further tab allows the user to look at the individual FP17s that contribute to the total for a chosen contract.

Migrated Report Templates

Contract General Report

This report contains an analysis, at contract level, of FP17s, patients and General UDA by different categories. The template can be refreshed as required by registered users of the E Reporting system to report on user-defined periods. This replaces the current monthly report published on POL of the same name. This template is designed to assist with monitoring contract activity. It enables the user to specify a month and contract and return a report that outlines the activity position at that point. The report can be used to look back at a contract's previous activity or to monitor current activity.

Contract General Report - Other Services

This report contains an analysis, at contract level, of FP17s, General UDA and Patients charges calculated for other services such as sedations and domiciliary visits. This template is designed to assist with monitoring contract activity. It enables the user to specify a month and contract and return a report that outlines the activity of "other services" at that point.

The report can be used to look back at a contract's previous activity or to monitor current activity.

Contract General Summary Report

This report provides a summary analysis at contract level of FP17s, patients and General UDA by different categories. It includes an activity summary, breakdown of UDA by patient charge status & band, analysis of patients treated and analysis of dates of completion.

Contract Orthodontic Report

This report contains an analysis, at contract level, of FP17Os, patients and UOA by different categories. The template can be refreshed as required by registered users of the E Reporting system to report on user-defined periods.

General Clinical Data Set for Quarter

This report provides information at a PCO level on the range and in some cases number of treatments being provided within the three treatment bands. All contractors are required to record details of the treatments provided (including any appliances) for each patient during each course of treatment.

General Contract Clinical Data Set for Quarter

This report provides information for the contract selected on the range and in some cases number of treatments being provided within the three treatment bands. All contractors are required to record details of the treatments provided (including any appliances) for each patient during each course of treatment.

Orthodontic Clinical Data Set for Quarter

This report provides information about the treatment proposed or provided at a PCO level. All contractors are required to record details of the treatments proposed for the patient on the first form submitted when the first appliance is fitted, and of the treatments actually provided on the subsequent completion of treatment form.

Orthodontic Contract Clinical Data Set for Quarter

This report provides information about the treatment proposed or provided for the contract selected. All contractors are required to record details of the treatments proposed for the patient on the first form submitted when the first appliance is fitted, and of the treatments actually provided on the subsequent completion of treatment form.

PCO GDS-PDS-TDS General Report

This report provides an analysis of the general dental activity scheduled for the report month from all GDS & PDS or TDS contracts within the Primary Care Organisation (PCO), including detailed analysis of FP17s, patients and General UDA by different categories.

The template can be refreshed as required by registered users of the E Reporting system to report on user-defined periods.

PCO GDS-PDS-TDS General Report - Other Services

This report contains an analysis, at PCO level, of FP17s, General UDA and Patients charges calculated for other services such as sedations and domiciliary visits.

PCO GDS-PDS-TDS General Summary Report

This report provides a high level overview of the activity and a detailed analysis of the general dental activity scheduled for the report month from either all GDS and PDS or TDS contracts within the PCT/LHB. The tables within this report are summaries depending on the Contract Type selected of either all the GDS and PDS contracts or TDS contracts in the PCT or LHB. The PCT summary table gives an overview of the types and size of the contracts

PCO GDS-PDS-TDS Orthodontic Report

This report provides an analysis from all GDS & PDS or TDS contracts within the PCO (Primary Care Organisation), including detailed analysis of FP17Os, patients and Ortho UDA by different categories. The template can be refreshed as required by registered users of the E Reporting system to report on user-defined periods.